

FAMILY DEPLOYMENT CHECKLIST

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| <p>Although extended deployments are never easy on the family, the hardships need not be increased by failure to plan ahead. A carefully prepared and executed predeployment checklist can save you and your family from giant headaches in the future. It is very important for you, as a military family, to have certain documents in your possession. Military spouses are often required to take over the family during the sponsor's absence; therefore, it is important that both of you sit down together to gather information and documents named in this checklist. You are encouraged to keep originals or copies of all listed documents in a special container (safety deposit box) in a location you can find immediately and is known to both you and the sponsor. Both of you must have access to this location.</p> | |
| <input type="checkbox"/> | Marriage Certificate |
| <input type="checkbox"/> | Birth certificates of all family members <input type="checkbox"/> Wife <input type="checkbox"/> Husband <input type="checkbox"/> Children <input type="checkbox"/> 1 st Child <input type="checkbox"/> 2 ^d Child <input type="checkbox"/> 3 ^d Child <input type="checkbox"/> 4 th Child |
| <input type="checkbox"/> | Divorce Papers |
| <input type="checkbox"/> | Death Certificates |
| <input type="checkbox"/> | Shot records of all family members (including pets) |
| <input type="checkbox"/> | Citizenship/Naturalization papers |
| <input type="checkbox"/> | Adoption Papers <input type="checkbox"/> Passports <input type="checkbox"/> Visas (Remove only when needed for international travel) |
| <input type="checkbox"/> | Insurance policies (Note, company, policy # and amount of payment) |
| <input type="checkbox"/> | Real Estate Documents (leases, mortgages, deeds, or promissory notes) |
| <input type="checkbox"/> | Copies of installment contracts and loan papers |
| <input type="checkbox"/> | Current list of immediate next of kin, personal lawyer, trusted friends (include phone number and address) |
| <input type="checkbox"/> | Car Title (registration should be in car) |
| <input type="checkbox"/> | Last LES (Leave and Earning Statement) |
| <input type="checkbox"/> | Discharge Papers (DD Form 214) |
| <input type="checkbox"/> | Allotments (Updated with correct amount, name, address, account number) |
| <input type="checkbox"/> | Social Security Number of each family member |
| <input type="checkbox"/> | Current address and telephone numbers of immediate family members of both spouses. |
| The Following Should Be Completed Prior to Deployment | |
| <input type="checkbox"/> | Next of kin informed of rights, benefits, assistance available |
| <input type="checkbox"/> | Family budget and business arranged (See Financial Section for Budget Worksheet) |
| <input type="checkbox"/> | Emergency Data Card undated in Military Personnel Record |
| <input type="checkbox"/> | Joint checking/savings account arranged (List-all account numbers) |
| <input type="checkbox"/> | Parents informed of how to make contact in case of emergency (See Appendixes D, E) |
| <input type="checkbox"/> | Armed Forces ID Cards (renew if ID Card expires within next 3 months. Rear Detachment Commander can sign for ID Replacement after soldier deploys) |
| <input type="checkbox"/> | Emergency services explained and located <input type="checkbox"/> Red Cross <input type="checkbox"/> Army Emergency Relief (AER) <input type="checkbox"/> Medical Facilities/CHAMPUS <input type="checkbox"/> Army Community Service (ACS) <input type="checkbox"/> Legal Assistance Office |
| <input type="checkbox"/> | Security check on house |
| <input type="checkbox"/> | Problems with cars, household, and appliances identified and resolved |
| <input type="checkbox"/> | Powers of Attorney General: Allows holder to act in all matters on sponsor's behalf. Special: Allows holder to act on sponsor's behalf in special transactions. Medical: Authorizes holder to obtain medical care for family members under 18 years of age. |
| <input type="checkbox"/> | Wills for both spouses |
| <input type="checkbox"/> | Orders |
| <input type="checkbox"/> | Copy of Emergency Data Card |
| <input type="checkbox"/> | List of all credit cards and account numbers |
| <input type="checkbox"/> | AAFES Deferred Payment Plan (DPP), (to use, spouse must be listed as an authorized user or hold sponsor's General Power of Attorney). |
| <input type="checkbox"/> | Federal and State Income Tax Returns (last 5 years) |